

**CONFIDENTIAL**

16 NOV 1973

**MEMORANDUM FOR: Deputy Director for Management and Services****SUBJECT : Office of Personnel Report -- Week Ending  
16 November 1973**

1. Recruitment Drive: The Office of Personnel has opened its '73-'74 Academic Recruitment Drive. While anticipated professional and technical hires for FY 1974 will not be numerous, selectivity will be high. Competition in the labor market for graduating engineers will be heavy. Young Liberal Arts graduates are applying in great numbers but few can be accommodated. Recent publicity does not appear to have impaired the Agency's ability to attract capable, young talent.

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2. Specialized Recruitment: [REDACTED] 25X1A  
[REDACTED] recruiter, has reported great success on his visits with [REDACTED]  
[REDACTED] OSI, to the University of Texas, Texas A&M, and Rice  
University. They were well received in their briefings by senior science  
and engineering faculty. In addition, they interviewed a total of 26  
students, most of them M.A. and Ph.D. candidates. Application forms  
were given to 14. [REDACTED] also attended the Southern Economic  
Association Conference held at Houston. There he conducted 23 interviews  
and gave application forms to 13.

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3. Career Day: [REDACTED]  
recruiter, participated on Tuesday, 13 November 1973 in a Federal  
Career Day Conference at the College of William and Mary at  
Williamsburg, Virginia.

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4. Co-op and Summer Intern Programs: The trip to  
Rochester Institute of Technology on 8 and 9 November by our  
co-op coordinator, [REDACTED] was extremely successful.  
Seventy students turned out to hear [REDACTED] speak. Half of  
these students requested interviews. Co-op requirements for Finance,  
Logistics, NPIC, OJCS and OWI were filled. In addition, seven photo  
science majors were selected for NPIC'S Summer Intern Program.

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5. PDP: We met with representatives of each of the Directorates to review the status of their preparation of briefings for the Director on the implementation of PDP.

6. Reporting Requirement: We have been asked by the Department of the Army (JCS) through our Pentagon focal point officer to provide a listing of all Army personnel detailed to the Agency reflecting name, grade and duty location. This information will be incorporated into a quarterly report provided to OSD which will include all military personnel performing duty outside the DOD. Cover Staff has been made aware of this requirement and their concurrence has been obtained to release this data.

7. Personnel Approaches Study Group: We are drafting a report on Personnel Approaches Study Group progress for submission to the Agency Management Committee.

8. Position Management:

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a. A meeting was held with officials of [REDACTED] to brief them on the PMCD survey scheduled to begin on 26 November 1973.

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b. The survey report covering the Office of Technical Services was completed during the week and is now being typed in final form.

c. The survey of NPIC continues. During the week a total of 47 positions were audited.

d. A meeting was held with officials of OER to discuss survey findings and recommendations. Agreements were reached on most all recommendations.

e. The PMCD Orientation Course was completed during the reporting period. The course was attended by six MP Careerists.

9. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

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[REDACTED] -- Office of Joint Computer Services -- Independent Contractor -- one year contract.

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10. Tempo of Retirement Activities: In order to keep abreast of the tempo of retirements by 31 December 1973, the following information is presented:

	<u>CIARDS</u>	<u>CIVIL SERVICE</u>	<u>TOTAL</u>
Actual Retirements 1 July '73 to present	22	42	64
Signed to go through 31 December	24	22	46
Total "definite" to date	46	64	110

The following disabilities are pending. At this date, however, it is impossible to state how many of these will go off the rolls to be in the count for 31 December:

<u>CIARDS</u>	<u>CIVIL SERVICE</u>	<u>TOTAL</u>
14	20	34

25X1A 11. Annuitant Open Season for Health Benefits: We reported previously that we mailed notices of the "open season" on Health Benefits to 1,450 CIARDS annuitants. To date, 19 responses have been received.

25X1A 13. Insurance: [REDACTED] Chief, Insurance Branch, met with the new General Manager of WAEPA to discuss mutual problems of administration.

14. Monthly ADP Resources Allocation Report: Attached are the Office of Personnel's comments regarding this report.

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Things to Come:

1. The VIP quarterly statements have been received from OJCS. They are now being stuffed into envelopes and will be distributed early next week.

2. The Honor, Merit and Service Awards display case will be hung in the 1 J Corridor as soon as the title letters are installed.

3. An Employee Activity Association Board of Directors' meeting has been called for 27 November 1973.

4. During the week of 25-30 November, [REDACTED] Deputy Director, Office of Economic Research, will join [REDACTED] recruiter. They will meet faculty members and interview graduate economists at Stanford, Monterey Institute of Foreign Studies, UCLA, and USC.

5. Continue the verification of the individual reports and the consolidation of the Agency APP.

/s/ John F. Blake

John F. Blake  
Director of Personnel

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O-D/Pers/[REDACTED]:kmd (16 Nov 73)

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